



MISSOURI PUBLIC SERVICE COMMISSION

JOB OPPORTUNITY

SENIOR OFFICE SUPPORT ASSISTANT (KEYBOARDING)

The Public Service Commission is seeking organized, detail-oriented person with strong interpersonal skills to fill a position in the Adjudication Division Data Center, of our Jefferson City office.

This position reviews legal filings for compliance with State Statutes, Commission Rules, and Commission Orders; scans and submits case related documents and various other non-case related information into a web-based case management and filing system; acts as Database Administrator and ensures that electronic records and data are accurate. This position is responsible for proper distribution of Commission Orders and Notices and maintenance of case service list and electronic processing and maintenance of all utility tariff filings. Must have ability to perform other technical and clerical work requiring accuracy and independent judgment. Must possess the ability to effectively communicate via telephone, letter or in person with staff, utility company personnel, the public, and legal counsel.

QUALIFICATIONS: Graduation from high school and three years of clerical or general office support experience. Minimum typing speed of 30 words per minute must be on file or verified through a testing process. Personal computer experience, with working knowledge of Adobe and Microsoft Access required. Legal experience or familiarity with legal terms and practices is preferred.

The starting annual salary for this position is \$25,980 with a potential increase at the end of a successful probationary period. Please send application, resume and documented typing score by **June 29, 2007** to: MO Public Service Commission, **Reference Number AJ010607**, P.O. Box 360, Jefferson City, Missouri 65102. For additional information, visit <http://www.psc.mo.gov>.

An Equal Opportunity Employer M/F/D/V